

**Date –December 6, 2010**

**Manual - Volume VII, Section III, Chapter B, Foster Care**

**Transmittal # 235**

The purpose of this transmittal is to provide new and revised guidance for the Foster Care Program. Unless otherwise stated, the provisions included in this transmittal are effective upon posting.

The guidance incorporates changes required by state legislation passed during the 2010 General Assembly session. It includes federal requirements in the Fostering Connections to Success and Increasing Adoptions Act of 2008, the National Youth in Transition Database (NYTD) regulations (45 CFR 1356.80 through 1356.86), and the Patient Protection and Affordable Care Act (P.L. 111-148).

The Division of Family Services (DFS) is moving to a unified manual over the next nine months to help facilitate coordination and integration across the continuum of child and family services. While the Child and Family Services Manual will retain chapters on the individual programs, it will provide a consistent organization and format across the manual. A primary goal of the redesign is to be more user-friendly and helpful to the field in accomplishing the work and in improving outcomes for youth and families. The DFS Policy Team has been working closely with Home Office and Regional Office staff and with the Child Protective Services and Permanency Advisory Committees on this major endeavor.

The foster care manual has been revised to focus on:

- Engaging children, youth and families as partners;
- Improving permanency for children and youth in foster care;
- Improving services for older youth to successfully transition to adulthood; and
- Using information to improve effective decision-making, practice and use of resources.

Seven sections of the foster care manual have been significantly reorganized and rewritten:

- Section 2 on Engaging Families;
- Section 4 on Placement to Achieve Permanency;
- Section 6 on Comprehensive Child and Family Assessment;
- Section 7 on Permanency Planning: Selecting the Goal;
- Section 9 on Providing Foster Care Services;
- Section 10 on Serving Older Youth; and
- Section 12 on Managing Foster Care Services.

Other sections have been revised as well. Additional changes may be expected in January.

These seven revised sections are organized using a new structure. Many of the sections begin with a brief introduction, followed by an overall framework. The framework provides three fundamental cornerstones to help guide all decision-making and actions: 1) practice principles; 2) key legal requirements; and 3) desired outcomes. The framework is followed by subsections

delineating required procedures and effective practices. The last subsection provides resources and tools.

The following verbs are used in the new and revised guidance to denote the type of action required:

- “Shall” means mandate or requirement by federal and/or state law or regulation or by State Board policy. It includes necessary actions that demonstrate or that are required to be in compliance with legal mandates, such as documentation in OASIS.
- “Should” means effective practices that are consistent with and help achieve the practice principles, legal requirements and desired outcomes. These practices are strongly encouraged and expected, but are not mandated by law.
- “May” means an option is authorized by law or implementation may depend on circumstances.

Changes to improve ease of use, readability and internal consistency have been made (e.g., expanded table of contents, bolded subsection titles, links, “service worker,” the acronym “LDSS”). Subsections and page numbers have been renumbered throughout the manual. Changes are italicized.

This transmittal and manual are available on SPARK at (*link to appropriate Division page*).

Significant changes to the manual are as follows:

<b>Section &amp; Section Title Changed</b>	<b>Significant Changes</b>
Subsection 1.1 Introduction p. 2	Added language on achieving permanency for the child. Clarified placements are based on the needs and best interest of the child. Clarified that relative and other caregivers should be provided services as necessary. Deleted listing of specific types of services.
Subsection 1.2 Definitions p. 2 - 7	Added definitions of diligent search, enhanced maintenance, Family Partnership Meeting, foster care, parental agreement, Post Adoption Contact and Communication Agreement, resource parent, transition plan, VEMAT, and wrap around services. Revised Department and local department definitions. Added to maintenance definition: the payment of reasonable travel costs for child to remain in the same school at the time of placement, based on Fostering Connections Act.
Subsection 1.3 Federal and state requirements p. 7	Added new federal legal requirements: Fostering Connections to Success and Increasing Adoptions Act of 2008; the National Youth in Transition Database regulations, and the Patient Protection and Affordable Care Act.
Subsection 1.5 (former) Required training p.11	Moved required training to Subsection 12.3 in new “Managing Foster Care Services” Section.

Subsection 1.5 Organization of manual p.11	Added structure of manual, verbs denoting the type of action required, and instructions for navigating links.
Section 2 (former) Prevention p.12	Moved to Subsection 9.4 in the “Providing Foster Care Services” Section.
Section 2 Engaging the Child, Family and Significant Adults p. 12 - 27	<p>Added new section on “Engaging the Child, Family and Significant Adults” with subsections 2.1 through 2.11.</p> <p>New subsections:</p> <ul style="list-style-type: none"> <li>• Introduction (2.1);</li> <li>• Framework (2.2) of practice principles (2.2.1), legal authority (2.2.2), and outcomes (2.2.3);</li> <li>• Roles and resources family members and other individuals can provide (2.4);</li> <li>• Searching for relatives and significant adults (2.5);</li> <li>• Engaging relatives and significant individuals in the child’s life (2.6);</li> <li>• Using Family Partnership Meetings (2.7);</li> <li>• Service plans, transition plans and FAPT process (2.8);</li> <li>• Planning visits and communication (2.9);</li> <li>• Resources and tools (2.11).</li> </ul> <p>Subsections moved from other manual sections and revised:</p> <ul style="list-style-type: none"> <li>• Notifying and informing relatives of child’s removal (2.3) moved from 4.2.</li> <li>• Notifying parents of placement and visitation changes (2.10) moved from 4.12</li> </ul>
Subsection 3.1 The date a child is considered to enter Foster Care p. 29	Added new subsection on the date a child is considered to enter Foster Care to be consistent with federal and state requirements.
Subsection 3.2 Best interests of child p. 29	Clarified that nunc pro tunc orders that amend original court orders to incorporate specific language on removing the child from home are not acceptable.
Subsection 3.3.3 Reasonable efforts p. 30 and 31	Clarified that reasonable efforts shall be made to finalize a permanent placement for the child as quickly as practicable. Changed the language of “achieving a permanent placement” to “achieving permanency” for the child. Clarified reasonable efforts shall be documented in every foster care review and administrative plan review.
Subsection 3.5 Indian Child	Clarified language, provided updated contact information, and provided link for additional information on the Indian Child Welfare

Welfare Act p. 32 and 33	Act.
Subsection 3.6 Authority for placement and dispositional alternatives p. 33	Clarified the three legal alternatives when the local department of social services (LDSS) may accept placement of a child in foster care.
Subsection 3.6.1.3 Dispositional hearing p. 35	Added language requiring foster parents contact information be included on the petition to the court for dispositional hearing and clarified their right to be heard regarding the service plan review section of the hearing.
Subsection 3.6.5 Non-custodial foster care placement p. 40	Clarified legal requirements for non-custodial foster care placements.
Subsection 3.6.5.2 Court approval of plan for placement through a non- custodial foster care agreement p. 41	Clarified that the foster care plan for non-custodial foster care placements should be filed through a CHINS petition to the court.
Section 4 Placement to Achieve Permanency p. 43 - 87	<p>Replaced Section entitled “Placement” with Section entitled “Placement to Achieve Permanency” comprised of subsections 4.1 through 4.17.</p> <p>New subsections:</p> <ul style="list-style-type: none"> <li>• Introduction (4.1);</li> <li>• Framework (4.2) of practice principles (4.2.1), legal authority (4.2.2), and outcomes (4.2.3);</li> <li>• Critical decisions in making placements (4.3);</li> <li>• Key partners in making placements decisions (4.4);</li> <li>• Engaging relatives and significant adults as placement options (4.5);</li> <li>• Procedures prior to out-of-home placements (4.6);</li> <li>• Procedures for emergency foster care placements (4.7);</li> <li>• Procedures for placement changes (4.8);</li> <li>• Placements leading to permanency for child (4.9);</li> <li>• Placements for children with alternative goals (4.10);</li> <li>• Placements in relative homes (4.11);</li> <li>• Placements in resource family homes (4.12);</li> <li>• Determining child’s best interest for school placement (4.16);</li> </ul>

	<p>Revised subsections:</p> <ul style="list-style-type: none"> <li>• Pre-placement visits (4.6.3)</li> <li>• Placements in residential programs (4.14);</li> <li>• Placements across jurisdictions (4.15);</li> </ul> <p>Subsections moved to other manual sections and revised:</p> <ul style="list-style-type: none"> <li>• Notification of Relatives (4.2) moved to 2.3 “Notifying and informing relatives of child’s removal”</li> <li>• Facility Requirements (4.7.3) moved to 14.18 “Paying for care in a residential facility”</li> <li>• Notification of Placement and Visitation Changes (4.12) moved to 2.10 “Notifying parents of placement and visitation changes”</li> </ul> <p>Subsections moved from other manual sections and revised:</p> <ul style="list-style-type: none"> <li>• Placements in Independent Living Arrangements (4.13) moved from 9.7.4.</li> <li>• School enrollment requirements (4.17) moved from 5.10.</li> </ul>
Subsection 5.1 Setting up case in Child Welfare Information System p. 90	Deleted language on required frequency of entering data; information provided in next subsection 5.1.1.
Subsection 5.1.1 Opening foster care case in Child Welfare Information System p. 90	Added two exceptions to completing all data in the Child Welfare Information System within 30 days: placement changes within 5 calendar days; and case closings within 5 business days.
Subsection 5.1.2 Choosing program category (funding source screen) p. 90	Moved instructions for entering data on maintenance payments in the Funding Screen of the Child Welfare Information System to Subsection 14.1.10 of the Funding and Purchasing Section.
Subsection 5.3 Referrals for maintenance: Title IV-E and State Pool Funds p. 92	Clarified the components of maintenance payments required by federal law. Provided link to maintenance payments (14.1) in the Funding and Purchasing Section. Provided links to arranging (4.16.4) and funding transportation (14.12) for the child to remain in the same school at the time of placement as an allowable maintenance expense.
Subsection 5.5.2 Court ordered child support p. 94 and 95	Deleted statement on using the Absent Parent Deprivation/Paternity Information Form, information already provided in subsection.

Subsection 5.5.3 Responsibility of service worker in securing support for children p. 95 and 96	Added examples of when the service worker is required to provide written notice regarding changes in the status of the foster care case or in the situation of the absent parent.
Subsection 5.5.4 Claiming good cause p. 96 and 97	Clarified language on when good cause may be claimed in order for DCSE to not pursue collection of child support.
Subsection 5.5.5 Identifying the absent parent p. 97	Added language that the service worker shall diligently search for absent parent(s) and encourage them to maintain involvement with the child, consistent with the child's best interests. Deleted language on the Federal Parent Locator Service.
Subsection 5.5.7 Responsibility of eligibility worker p. 98	Clarified that the eligibility worker is responsible for notifying DCSE of any changes that affect the good cause claim.
Subsection 5.6 Arranging visitation with parents or prior custodian(s) p. 98	Removed specific information on visitation and communication between child and birth parents or prior custodians. Provided link to these requirements (9.6.1) when children are first placed in foster care and the goal is reunification.
Subsection 5.7 Referral for services p. 98	Added language that the initial assessment and referral for services should occur as quickly as possible once the child enters care.
Subsection 5.8 SSI and other potential benefits p. 99	Clarified that referrals should be made within the first 2 weeks of placement (e.g., Title IV-E, Medicaid) or when the ongoing assessment indicates need for other benefits (e.g., SSI).
Subsection 5.8.2 Representative payee p. 100	Moved representative payee requirements when a child leaves foster care to Subsection 13.6 in the Closing a Case to Foster Care Section.
Subsection 5.8.3 Lump sum retroactive SSI payments p. 100	Moved and revised specific requirements to Subsection 14.4 on using funds from special welfare accounts and to Subsection 14.5 on lump sum retroactive SSI payments in the Funding and Purchasing Section.
Subsection 5.8.4 (former) SSI and maintenance (Title IV-E and	Moved and revised the requirements for funding maintenance payments through Title IV-E and State Pool Funds to Subsection 14.1.7 in the Funding and Purchasing Section

State Pool Funds) p. 100	
Subsection 5.10 (former) School enrollment requirements p. 101	Moved and revised requirements for school notification and enrollment to Subsection 4.17, coordinating with schools to ensure child remains in the same school to Subsection 4.16, and arranging transportation to Subsection 4.16.4 in the Placement to Achieve Permanency Section. Moved and revised requirements for funding transportation for child to remain in same school to 14.12 in the Funding and Purchasing Section.
Subsection 5.10 Setting up payment process for providers p. 101	Clarified that timely payments should be made to providers, within the month following the month when services were provided to a child.
Section 6 Comprehensive Child and Family Assessment p. 102-116	<p>Replaced Section entitled “Initial Assessment” with Section entitled “Comprehensive Child and Family Assessment” comprised of subsections 6.1 through 6.10.</p> <p>New subsections:</p> <ul style="list-style-type: none"> <li>• Introduction (6.1);</li> <li>• Comprehensive assessment process (6.2);</li> <li>• Engaging the child and family in the assessment process (6.3);</li> <li>• Initial assessment process (6.4);</li> <li>• Types of assessment tools (6.7);</li> <li>• State required and recommended assessments (6.8);</li> <li>• Additional resources (6.10)</li> </ul> <p>Revised subsections:</p> <ul style="list-style-type: none"> <li>• Initial assessment requirements (6.5)</li> <li>• Role of Family Assessment and Planning Team (6.6)</li> <li>• Documenting the assessment (6.9)</li> </ul>
Section 7 Permanency Planning: Selecting the Goal p. 117-133	<p>Replaced Section entitled “Choosing the Goal” with Section entitled “Permanency Planning: Selecting the Goal,” comprised of subsections 7.1 through 7.7.</p> <p>New subsections:</p> <ul style="list-style-type: none"> <li>• Introduction (7.1);</li> <li>• Framework (7.2) of practice principles (7.2.1), legal authority (7.2.2), and outcomes (7.2.3);</li> <li>• Permanency goals (7.3);</li> <li>• Alternative foster care goals (7.4);</li> <li>• Shared decision making (7.6);</li> <li>• Factors to consider when choosing a permanency goal (7.7)</li> </ul> <p>Revised subsections:</p> <ul style="list-style-type: none"> <li>• Determining when Return Home is not in child’s best interest (7.7.2)</li> </ul>

	<p>Subsections moved from other manual sections and revised:</p> <ul style="list-style-type: none"> <li>• Concurrent planning (7.5) moved from 9.1.6</li> </ul>
Subsection 8.1 Introduction p. 135	Added language on the importance of, and steps involved in, service planning.
Subsection 8.2 Framework p. 135 - 141	Added framework of practice principles (8.2.1) and legal authority (8.2.2).
Subsection 8.3 Engaging family and key partners in developing the service plan p. 141	Revised former subsection 8.4 entitled “Who Must Be Involved in Preparing the Service Plan.” Added requirement that the service worker involve the child in developing the foster care service plan, consistent with the child’s best interests. Added rationale for involving key partners in developing the service plan.
Subsection 8.4 Foster care service plan format requirements p. 141 and 142	Clarified requirement in former subsection 8.2 that the foster care plan be completed in the Child Welfare Information System.
Subsection 8.5 What must be included in foster care service plan p. 142	Added language that the service plan should describe the services and supports required for a planned period of time to achieve the permanency goal for the child. Added the plan should address the needs, strengths and resources of the child and family identified through the comprehensive child and family assessment.
Subsection 8.5.1 Part A of the foster care service plan p. 142 - 145	Added language that Part A should include: information on education and health status; decisions made during Family Partnership Meetings; efforts made to place the child with extended family members; an updated foster care services plan, or independent living services and transition plan, prior to and within the 90 days before the older youth turns age 18, or discontinues foster care services, that is directed by the youth with assistance of LDSS; and description of how the child and other key partners were involved in the planning process.
Subsection 8.5.2 Part B of the foster care service plan p. 145 and 146	Revised language to be consistent with the Code of Virginia: specified requirements that a separate section of the foster care plan describe: the reasons the child cannot return home within a practicable time, consistent with the child’s best interests; the plans for achieving Adoption or Placement with Relatives with subsequent transfer of custody and the reasons these goals are or are not feasible; and the specific reasons why an alternative foster care goal is the plan for the child when the three permanency goals are not feasible.
Subsection 8.6 Completion of foster care service	Clarified requirements that the foster care plan be completed in the Child Welfare Information System, and that the Individual Family Service Plan be filed in the case record, if used.



plan and submission to court p. 146	
Subsection 8.8 Dispositional hearing to review foster care service plan p. 147 and 148	Added requirements that the Foster Care Transmittal Form include contact information for foster, adoptive or resource parents; that the resource parents and relative caregivers receive notice of the dispositional hearing and their right to be heard; and that the resource family may be present in the court for the service plan review but are excluded during the hearing on allegations of abuse and neglect. Added requirement that each foster care case be reviewed no less than once every six months by a court or an administrative review based on the date the child is determined to have entered foster care.
Subsection 8.9 When new service plan is required p. 148	Added language that a Family Partnership Meeting should be convened prior to developing a new service plan when there is a change in goal, a permanency planning hearing, or a child returned from commitment to the Department of Juvenile Justice.
Subsection 8.10 When child returns to foster care p. 148	Clarified language on what constitutes a new foster care episode when a child is on a trial home visit.
Section 9 Providing Foster Care Services p. 149 - 211	<p>Changed title of previous “Service Delivery” Section to “Providing Foster Care Services.”</p> <p>New subsections:</p> <ul style="list-style-type: none"> <li>• Introduction (9.1);</li> <li>• Framework (9.2) of practice principles (9.2.1), legal authority (9.2.2), and outcomes (9.2.3);</li> <li>• Overview of foster care services (9.3);</li> <li>• Services to children through agency agreements with parents who retain custody (9.5); and</li> <li>• Post-Adoption Contact and Communication Agreement (PACCA) (9.7.7).</li> </ul> <p>Subsections moved from within section and revised:</p> <ul style="list-style-type: none"> <li>• Services to achieve goal of Return to Parent(s) or Prior Custodians (9.6) was former subsection 9.3.</li> <li>• Services to achieve goal of Adoption (9.7) was former subsection 9.5. Specific revisions include: <ul style="list-style-type: none"> <li>○ Added information on Family Partnership Meeting (9.7 and 9.7.2);</li> <li>○ Clarified definition of birth father (9.7.5.1);</li> <li>○ Added language that LDSS should not wait to terminate rights pending locating an adoptive home, but should diligently recruit an adoptive home as soon as possible after termination</li> </ul> </li> </ul>

	<p>of parental rights (9.7.5.4);</p> <ul style="list-style-type: none"> <li>○ Added requirement of discussing the option of a PACCA with the adoptive family (9.7.6).</li> </ul> <ul style="list-style-type: none"> <li>• Services to achieve goal of Placement with Relatives (9.8) was former subsection 9.4.</li> <li>• Services for goal of Permanent Foster Care (9.9) was former subsection 9.6.</li> <li>• Services for goal of Independent Living (9.10) was former subsection 9.7.</li> <li>• Services for goal of Another Planned Permanent Living Arrangement (9.11) was former subsection 9.8.</li> </ul> <p>Subsection revised:</p> <ul style="list-style-type: none"> <li>• Services during Residential Placements (9.13). Also deleted requirement that service worker complete Children's Residential Facility Observation Report.</li> </ul> <p>Subsections moved within section:</p> <ul style="list-style-type: none"> <li>• Medical services and treatment for child (9.14) was former subsection 9.12.</li> <li>• Special Education Services (9.15); was former subsection 9.14.</li> <li>• Respite Services (9.12) was former subsection 9.15.</li> </ul> <p>New subsection moved from other manual section and revised:</p> <ul style="list-style-type: none"> <li>• Services to prevent or eliminate foster care placement (9.4) moved from Section 2 on Prevention</li> </ul> <p>Former subsections moved to other sections and revised:</p> <ul style="list-style-type: none"> <li>• Moved to new Managing Foster Care Services Section: <ul style="list-style-type: none"> <li>○ Working with Foster Parents and Providers (9.9) moved to 12.9.</li> <li>○ Case management (9.10.1 through 9.10.3) moved to 12.7.</li> <li>○ Referring cases for review to the Family Assessment and Planning Team (9.10.4) moved to 12.10.</li> <li>○ Completion of the Child Welfare Information System Requirements (9.10.5) moved to 12.11.</li> <li>○ Completion of the Case Narrative (9.10.6) to 12.11.1</li> </ul> </li> <li>• Moved to new Section 10, entitled "Serving Older Youth:" <ul style="list-style-type: none"> <li>○ Services to Older Youth in Foster Care (9.11) moved to Section 10.</li> <li>○ Eligibility Requirements for Independent Living Services (9.11.1) moved to 10.4.1.</li> <li>○ How Long a Youth May Receive Services and Support from the Local department of social services (9.11.2) moved to 10.4.2.</li> <li>○ Resuming Independent Living Services for Youth 18-21</li> </ul> </li> </ul>
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	<p>(9.11.3) moved to 10.15.</p> <ul style="list-style-type: none"> <li>• Placements in Independent Living Arrangements (9.7.4) moved to subsection 4.13.</li> </ul>
<p>Section 10 Serving Older Youth p. 212 - 244</p>	<p>Combined information across sections, revised, and added new information to create new Section entitled “Serving Older Youth” comprised of subsections 10.1 through 10.16.</p> <p>New subsections:</p> <ul style="list-style-type: none"> <li>• Introduction (10.1)</li> <li>• Framework (10.2) of practice principles (10.2.1), legal authority (10.2.2), and outcomes (10.2.3)</li> <li>• Clarification of terms (10.3)</li> <li>• Achieving permanency for older youth (10.5)</li> <li>• Preparing youth for adulthood (10.6)</li> <li>• Independent living needs assessment (10.7)</li> <li>• Service planning for older youth (10.8)</li> <li>• Maintaining connections with youth’s siblings and birth family (10.9)</li> <li>• Independent living services for youth over age 14 (10.10)</li> <li>• Transitioning youth over age 16 to adulthood (10.11)</li> <li>• Referring and transitioning youth to Adult Services (10.12)</li> <li>• Conducting National Youth in Transition Database (NYTD) outcomes survey with youth at ages 17, 19, 21 (10.13)</li> <li>• Transition plan prior to youth turning age 18 or no longer receiving foster care services (10.14)</li> <li>• Resources to help serve older youth (10.16)</li> </ul> <p>Subsections moved from other sections to this section and revised:</p> <ul style="list-style-type: none"> <li>• Eligible youth (10.4) moved from 9.11</li> <li>• Resuming independent living services (10.15) moved from 9.11.3</li> </ul>
<p>Subsection 11.2.1 Types of reviews and hearings p. 247</p>	<p>Clarified that a permanency planning hearing should be held earlier if permanency can be achieved for the child earlier. Clarified that Adoption is a permanency goal; and Independent Living and Permanent Foster Care are alternative goals.</p>
<p>Subsection 11.2.2 Parents and foster parents attendance at court hearings p. 248</p>	<p>Added that service workers should discuss upcoming hearings with parents and foster/resource parents and encourage their attendance.</p>
<p>Subsection 11.2.6.4 A new foster care service plan p. 251 - 253</p>	<p>Clarified that the LDSS must explain in the Foster Care Service Plan Part B why the child cannot be returned home, adopted or placed with relatives and custody transferred. Added language that LDSS may submit a written PACCA to the court at the permanency hearing, if appropriate.</p>
<p>Subsection 11.2.6.5</p>	<p>Added language that the court shall incorporate the written PACCA into an order at the end of the permanency hearing, if appropriate and</p>

Court order on permanency actions P 253 and 254	all requirements have been met
Subsection 11.7 Local Supervisory Reviews p. 260	Corrected that supervisory reviews should be scheduled six months following the last court hearing, administrative panel review, or supervisory review, when a child returns home after being in a foster care placement and remains in the custody of LDSS.
Subsection 11.8.2 Children committed to the Department of Juvenile Justice p. 260 and 261	Clarified that children formerly in LDSS custody who have been committed to the Department of Juvenile Justice (DJJ) shall be discharged from foster care and no foster care requirements apply, including court hearings or reviews. Added LDSS procedures when children committed to DJJ, who have their commitment ending prior to their 18 <sup>th</sup> birthday, return to LDSS custody.
Subsection 11.9.1 Information needed p. 261 and 262	Added language in developing the service plan when the goal is changed to Adoption, that the option of developing a PACCA should be considered.
Subsection 11.9.2 Foster care plan change to Adoption p. 262 - 264	Added language on the three documents submitted to the court 30 days prior to the scheduled foster care review hearing. Added language on the role of the court. Added language that the service plan shall include: discussing with the child, adoptive parents and biological parents their desires for a PACCA; and services to assist the foster parents meet the child's needs through their willingness and desire to consider a PACCA if they are to be the adoptive parents.
Subsection 11.10.1 Redetermination of Title IV-E eligibility p. 264 and 265	Corrected that eligibility for Title IV-E is determined only once when the child enters foster care and no subsequent redeterminations are required. Added language that the service worker shall inform the eligibility worker of changes that would affect the child's eligibility for payment or continued eligibility. Provided specific situations that make a child ineligible for IV-E payment and that would end the child's IV-E eligibility.
Subsection 11.10.2 Notice of changes effecting child support p. 265	Removed language requiring the service worker to inform the eligibility worker "at each eligibility redetermination" about the status of good cause for not pursuing child support. Annual IV-E eligibility redeterminations are no longer required.
Section 12 Managing Foster Care Services p. 267 - 284	Added new section on "Managing Foster Care Services" with subsections 12.1 through 2.11.  New subsections: <ul style="list-style-type: none"> <li>• Introduction (12.1);</li> <li>• Framework (12.2) of practice principles (12.2.1) and outcomes (12.2.2);</li> <li>• Role of service worker in managing services (12.4)</li> </ul>

	<ul style="list-style-type: none"> <li>• Wraparound approach (12.6)</li> <li>• Working with birth parents (12.8)</li> <li>• Completing additional documentation (12.11.2)</li> </ul> <p>Subsections moved from other manual subsections and revised:</p> <ul style="list-style-type: none"> <li>• Required training (12.3) moved from former subsection 1.5 <ul style="list-style-type: none"> <li>○ Replaced the words “Child Welfare Information System” with “OASIS” in titles of two trainings</li> <li>○ Changed the title of CSW 5305 training from “Engaging Families” to “Advanced Interviewing: Motivating Families for Change”</li> </ul> </li> <li>• Reasonable efforts by LDSS (12.5) moved from former subsection 9.1.3</li> <li>• Ongoing visits with child (12.7) moved from subsections 9.10.1 through 9.10.3. <ul style="list-style-type: none"> <li>○ Clarified required face-to-face visits with youth over age 18 to be preferably monthly, but at least quarterly, with the needs of the youth determining frequency (12.7.4.2).</li> <li>○ Clarified reporting of face-to-face visits in the Child Welfare Information System (12.7.7).</li> </ul> </li> <li>• Referring children to the Family Assessment and Planning Team (12.10) moved from subsection 9.10.4 <ul style="list-style-type: none"> <li>○ Clarified that the service worker should notify the child, birth parents, family members and foster parents in advance of FAPT meetings and actively engage them in the FAPT process.</li> </ul> </li> <li>• Completing Child Welfare Information System Requirements (12.11) moved from subsection 9.10.5 <ul style="list-style-type: none"> <li>○ Clarified that the service worker is responsible for entering all data in the Child Welfare Information System no later than 30 days after each event, except placement changes within 5 calendar days and case closings within 5 business days.</li> </ul> </li> <li>• Completing the case narrative (12.11.1) moved from subsection 9.10.6</li> </ul> <p>Subsections moved from other manual subsections:</p> <ul style="list-style-type: none"> <li>• Working with Foster Parents and Providers (12.9) moved from subsection 9.9.</li> </ul>
Subsection 13.2 Discharging a child from care and closing in the Child Welfare Information System p. 286	Required the foster care case to be closed within five business days after the child leaves LDSS custody in the Child Welfare Information System.

Subsection 13.3 Eligibility referral at closure p. 286	Added a requirement that the service worker notify the eligibility worker in writing the date the child was discharged from foster care.
Subsection 13.5 Special welfare accounts for children p. 287	Moved and revised information in this new subsection on procedures for disbursing funds from special welfare accounts when the child leaves care from subsection 12.3.
Subsection 13.6 Supplemental Security Income funds for children p. 287	Moved and revised information in this new subsection on responsibilities of the representative payee when a child leaves foster care from subsection 5.8.2.
Subsection 13.7 Record retention at closure p. 287 - 289	Updated information on the length of time service records (13.7.2) shall be retained, the destruction of service records (13.7.3), and resources for maintaining and destroying records (13.7.4).
Subsection 14.1.1 Definition of maintenance p. 293	Added definition of maintenance.
Subsection 14.1.2 Sources of funding p. 293	Added child's own income to sources of funding.
Subsection 14.1.4 General guidance regarding maintenance payments p. 293 - 294	<ul style="list-style-type: none"> <li>• Added language on purpose of maintenance payments, specifying that they do not address service needs of children and their families.</li> <li>• Described payments are made on a monthly basis and certain "upfront" costs may be reimbursed when receipts are provided.</li> <li>• Clarified that duplicate payments shall not be made when a child's approved absence or respite care is longer than fourteen consecutive days.</li> </ul>
Subsection 14.1.5 Maintenance payments from Title IV-E payments p. 294-295	<ul style="list-style-type: none"> <li>• Specified that if youth over age 18 are not anticipated to complete an educational, vocational or technical training program prior to age 19, Title IV-E payments should be changed to State Pool Funds on the first day of the month, after the month in which the child turns 18.</li> <li>• Revised language that LDSS should use the emergency approval process and variance process to fully approve relative foster parents and that Title IV-E funds shall be used when the relative is fully approved.</li> <li>• Added language on using Title IV-E funds to pay for enhanced maintenance for Title IV-E eligible children in LDSS homes and treatment foster care programs when the Virginia Enhanced</li> </ul>

	Maintenance Assessment Tool (VEMAT) is used. Clarified these additional payments are made from State Pool Funds for non-Title IV-E children. Provided link to guidance on rate structuring for enhanced maintenance.
Subsection 14.1.6 Maintenance payments from State Pool Funds p. 295-296	<ul style="list-style-type: none"> <li>Added language that State Pool Funds are used to pay for basic and enhanced maintenance, when the child is not Title IV-E eligible.</li> <li>Added language that the Community Policy and Management Team may establish policies and procedures for authorizing payments for children who only require foster care maintenance without a full review by the Family Assessment and Planning Team (FAPT).</li> <li>Clarified that service payments may be paid to foster parents to maintain the child in the home and provide for his or her needs without the VEMAT and based on the CPMT normal approval process.</li> </ul>
Subsection 14.1.7 SSI and maintenance (Title IV-E and State Pool Funds) p. 296 and 297	<ul style="list-style-type: none"> <li>Moved from former Subsection 5.8.4 and revised.</li> <li>Clarified use of funds when a Title IV-E and SSI eligible child is in residential placement and both funding sources can be used for payment; added requirement for immediate notification, within two business days, of the Social Security Administration (SSA) to suspend the SSI payment when Title IV-E funds are used. Clarified requirements for use of funds and notification to SSA when a Title IV-E and SSI eligible child returns to a foster home.</li> </ul>
Subsection 14.1.8 Paying supplemental clothing allowance p. 297	Added language clarifying when clothing allowances should be paid and expenditures shall be verified through documentation.
Subsection 14.1.9 Paying maintenance for minor child of foster youth p. 298	Clarified that the service worker does not open a case for the minor child of a youth in foster care. All costs are paid under the foster youth's case from the same funding source as the child's parent.
Subsection 14.1.10 Documenting maintenance payments in Child Welfare Information System p. 298 and 299	Moved instructions from former subsection 5.1.2 and clarified procedures for documenting maintenance payments from State Pool funds and Title IV-E funds on the funding screen in the Child Welfare Information System.
Subsection 14.2	Added language that the Independent Living stipend may be used to

Paying for Independent Living Arrangements p. 299	support the youth to remain in the foster parent's home. Moved language from Subsection 9.7.1 on the use of Chafee Independent Living funds to support the living expenses of youth between age 18 and 21. Provided links to Chafee guidance and to regional Project LIFE Independent Living Consultants for additional guidance.
Subsection 14.3 Paying for children supervised by another agency p. 300	Clarified that Title IV-E funds cannot be used for clothing and personal care items by the LDSS holding custody when the child is placed in another public facility.
Subsection 14.4 Using funds from special welfare accounts p. 300 and 301	Clarified language.
Subsection 14.5 Lump sum retroactive SSI payments p. 301 and 302	Moved and clarified language from Subsection 5.8.3 on lump sum retroactive SSI payments.
Subsection 14.6 Paying for services through Medicaid p. 302-308	Added subsections on Medicaid services (14.6.4), the Early and Periodic Screening, Diagnosis, and Treatment program (14.6.5), dental services (14.6.6), mental health treatment and intellectual disability services (14.6.7), long term care services (14.6.8), and using Medicaid providers (14.6.9).
Subsection 14.7 Paying for services with CSA State Pool Funds p. 308-311	Moved, revised and added subsections on: services that may be purchased (14.7.1), children eligible for funding (14.7.2), overview of CSA process for services and funding (14.7.3).
Subsection 14.9 Paying for Family Partnership Meetings p. 312 -313	Added information on using VDSS and CSA funds to pay for Family Partnership Meetings.
Subsection 14.10 Purchasing home studies and placement services p. 313 and 314	Clarified funding sources for interstate and international home studies and placement services conducted by private agencies.
Subsection 14.11.1 Purchasing child	Removed chart and provided list on types of child care providers with link to chart to ensure information is always current.



care services p. 314 - 315	
Subsection 14.11.2 Rates for child care p. 315-316	Added language on changes in how rates are determined, by provider type, number of hours the child is in day care, and the age of the child. Added requirements for documentation in the case record.
Subsection 14.11.3 Funding sources p. 316 - 317	Added language on when child care expenditures are allowable and not allowable for Title IV-E payment.
Subsection 14.12.2 Using Title IV-E funds for transportation p. 317 - 318	Added language on requirements for using Title IV-E fund for eligible children to pay for transportation when transporting the child: 1) to visits with parents or siblings; and 2) to remain in the same school when the LDSS and school have jointly determined that remaining in the same school is in the child's best interests.
Subsection 14.12.3 Using State Pool Funds to purchase transportation p. 318 - 319	Added requirement that transportation expenses for a non-Title IV-E child to remain in the same school are allowable maintenance costs and shall be purchased from State Pool funds when the LDSS and school have jointly determined that remaining in the same school is in the child's best interests.
Subsection 14.14 Paying for independent living services p. 319	Added language that LDSS should use the independent living services available through Project LIFE for all youth age 14 and over. Explained that Project LIFE, funded by VDSS, provides free or low-cost regional and statewide activities for eligible youth.
Subsection 14.16.3 Use of State Pool Funds for special education services p. 321	Updated link to CSA manual specifying how State Pool Funds may be used to keep child in a less restrictive special education environment.
Subsection 14.16.4 Cross jurisdictional placements p. 321 and 322	Added language that if a child is served in a public school, the receiving school division pays for the services. Added language that all special education needs shall be included on the IEP in accordance with federal law.
Subsection 14.18 Paying for care in a residential facility p. 322 - 323	Added language that: Medicaid funds can be used to pay residential care; the purchaser shall require providers to clearly delineate in invoices the language from the federal definition of maintenance; ambiguous language in invoices shall not be paid for by Title IV-E funds.
Subsection	Moved from Subsection 4.7.3.

14.18.1 Requirements for Medicaid funding p. 323 - 324	
Subsection 14.18.2 Absence from a residential facility p. 324	Added language on requirements for using Title IV-E funds to pay for absences from a residential facility for less than 14 days.
Subsection 14.19 Paying for incidentals p. 324 and 325	Added information on paying personal incidentals as part of allowable maintenance payment. Added requirement that the residential facility provide receipts verifying purchases for incidentals.
Subsection 15.1 Confidentiality of records p. 327	Clarified that LDSS may disclose information in case records, when disclosure is in the best interests of the child and the person has a legitimate interest, without a court order and consent of the family. Provided examples of persons with legitimate interest. Provided link for additional information. Added that LDSS may disclose information to the Family Assessment and Planning Team when child is referred.
Subsection 15.2.2 Requirement for approved child restraint devices p. 328 - 330	Updated requirements on use, penalties, and payment for child restraint devices.
Subsection 15.5.4 Child Welfare Information System requirements p. 332-333	Added requirements for entering information in the Child Welfare Information System when the youth returns from the Department of Juvenile Justice (DJJ) to LDSS custody.
Subsection 15.5.5 Submission of the foster care plan to court p. 333	Clarified that LDSS shall submit a service plan to the court no later than 45 days after the youth's return from DJJ and placement outside the youth's home. Added that the service plan should be reviewed in the first court hearing upon the youth's return to LDSS.
Appendix A Forms p. 334	Updated all forms, with correct links referenced in the manual Added adoption forms
Appendix B p. 336	Deleted AFCARS required data Added information on data available in the SafeMeasures and the Virginia Child Welfare Outcome Report (VCWOR) and VDSS contact information to gain access to both data systems
Appendix C p. 337 - 358	Deleted information on the following areas as they are incorporated in the body of the manual: <ul style="list-style-type: none"> <li>• Immediate enrollment and remaining in school of origin;</li> </ul>

	<ul style="list-style-type: none"> <li>• Assessing child and family needs</li> <li>• Companion guide to developing the service plan</li> <li>• Conducting relative searches and reasonable efforts to locate relatives</li> <li>• Youth committed to corrections</li> </ul> <p>Deleted template letter regarding criminal background checks.</p>
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Questions about this transmittal should be directed to your Regional Permanency Consultant:

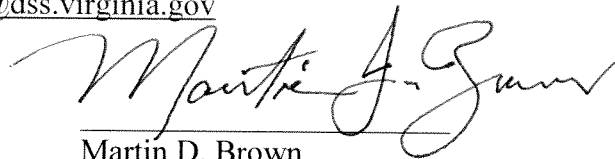
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